

FIELD
PRACTICUM/INTERNSHIP
IN
EDUCATIONAL
ADMINISTRATION
FOR
PROSPECTIVE SCHOOL
ADMINISTRATORS



CHADRON STATE COLLEGE

**A Handbook for
On-site Principals
College Supervisors
Graduate Practicum/Internship Students**

INTRODUCTION

The Chadron State College Department of Education thanks you for participating in its administrative field practicum program. In doing so, you are providing the opportunity for a graduate educational administration student to learn how theory and practice come together. The practicum/intern student will remember this experience.

The service you give is voluntary. The fact that you have accepted a practicum/intern student reflects a sense of dedication and commitment to the education profession. The Department of Education at Chadron State College is confident that, through guidance and leadership, the practicum/intern student will receive a realistic and meaningful experience.

It is hoped that this Handbook will guide principals who serve as on-site supervisors for practicum/intern students. The sections that follow describe the responsibilities of Chadron State College, the college supervisor, the on-site principal, and the practicum student throughout the practicum/intern experience. Several forms that the practicum student completes are included in the appendices of the Handbook.

Please call members of the Education Department who are responsible for the Administrative Practicum/Internship whenever you have a need for additional information. The college personnel may be reached directly at the following numbers or through the toll-free number and main switchboard.

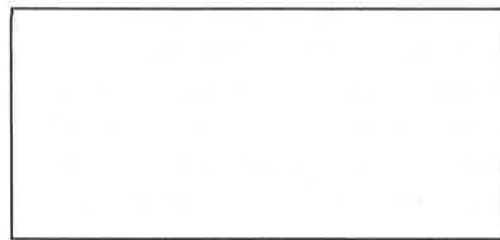
Dr. Linda Hunt Brown Assistant Professor of Education - (308) 432-6364

Office Assistant – Stefani/Joanne (308) 432-6383

Toll-free number - 1-800-600-3055

Home Phone – 605-745-3528

-CONFIDENTIAL-



Education Department Follow-up Study

QUESTIONNAIRE

SUPERVISOR'S EVALUATION OF MASTER'S DEGREE CANDIDATE

MASTER CANDIDATE'S NAME:

Kellen Penney

On-site Supervisor's Name:

Dr. Bob Uhing

On-site Supervisor's Position:

ESU #1 Administrator

DIRECTIONS: The following items ask for your perception of the competencies of the master's degree candidate who is enrolled in Chadron State College's administrative program. Please place a check mark in the space at the right to indicate your perception of the candidate's competency in that area. All responses except personal comments will be computerized and no individual will be identified.

Definition of Terms:

4. Beyond expected performance

The intern demonstrates a broad and deep understanding of the knowledge and skills of leadership. The intern initiates multiple opportunities for implementation of the knowledge or skill and seeks wide participation via varied and active modes of engagement to develop a strong school leadership team. The intern completes tasks on time with little or no supervision. The intern seeks advice and seeks answers to appropriate problems. You would want your child or relative have this person as an administrator.

3. Acceptable and Expected performance

The intern demonstrates adequate understanding of the knowledge and skills of leadership. The intern initiates opportunities for implementation of the knowledge or skill and seeks some participation via varied and active modes of engagement to develop a strong school leadership team. The intern completes tasks on time with minimal supervision. The intern sometimes seeks advice and sometimes seeks answers to appropriate problems. This candidate would be an adequate administrator.

2. Below expected performance

The intern demonstrates a minimal understanding of the knowledge and skills of leadership. The intern initiates single opportunities for implementation of the knowledge or skill. The intern demonstrates a top-down paradigm of educational leadership and does not seek wide stakeholder participation. Passive modes of leadership are exhibited. The intern must be reminded to complete tasks on time. The intern rarely seeks advice and rarely seeks answers to appropriate problems. At the current level of development you would not want your child or relative to have this person as an administrator.

1. Unacceptable Performance

This intern exhibits a distinct lack of understanding of the educational leadership process. Serious deficiencies in the knowledge and skills to be an educational administrator are apparent. The intern does not seek advice and does not seek answers to appropriate problems. This intern should be counseled about their choice of administration as a career path.

Rating Scale: 1 – Unacceptable Performance 2 – Below expected performance 3 – Acceptable and Expected performance 4 – Beyond expected performance					
HOW WOULD YOU RATE THE CANDIDATE?		1	2	3	4
1.0	Category 1.0 – Candidates have the knowledge and ability to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a school vision of learning supported by the school community:				
1.1	Uses a variety of assessment techniques in making decisions about student learning and school improvement				X
1.2	Communicates effectively				X
1.3	Works to meet the educational needs of all learners in all settings				X
1.4	Models and practices effective methodologies including the use of technology to support student learning				X
1.5	Utilizes creativity and problem solving skills to improve student learning				X
2.0	Category 2.0 – Candidates are educational leaders who have the knowledge and ability to promote the success of all students by promoting a positive school culture, providing an effective instructional program, applying best practice to student learning, and designing comprehensive professional growth plans for staff:				
2.1	Communicates effectively with various constituencies within the school community				X
2.2	Provides leadership that appropriately involves all members of the educational and school community				X
2.3	Explores, assesses, develops, and implements educational concepts that enhance teaching and learning				X
2.4	Reflects and evaluates information or thinking for refinement and self-improvement				X
3.0	Category 3.0 – Candidates are educational leaders who have the knowledge and ability to promote the success of all students by managing the organizational, operations, and resources in a way that promotes a safe, efficient and effective learning environment:				
3.1	Gathers, analyzes, and utilizes data to make decisions about curricular, personnel, and physical resources				X
3.2	Demonstrates effective means of communication about organizations, operations and resources				X
3.3	Identifies and creatively coordinates the use of available human and material resources				X
3.4	Sets high expectations for meeting the needs of all learners				X
3.5	Inspires others to acquire new competencies and experiences				X
3.6	Demonstrates research skills to identify quality information for school improvement				X
4.0	Category 4.0 – Candidates are educational leaders who have the knowledge and ability to promote the success of all students by collaborating with families and other community members, responding to diverse community interests and needs and mobilizing community resources:				
4.1	Regularly assesses the needs of the community and responds appropriately				X
4.2	Assures that a multicultural, non-sexist and developmentally appropriate program is provided				X
4.3	Uses leadership position to promote positive social change				X

Rating Scale: 1 — Unacceptable Performance 2 — Below expected performance 3 — Acceptable and Expected performance 4 — Beyond expected performance					
5.0	Category 5.0 -- Candidates are educational leaders who have the knowledge and ability to promote the success of all students by acting with integrity, fairness, and in an ethical manner:				
5.1	Commits to a specific set of values for the leadership role which demonstrates respect for all persons				X
5.2	Reflectively evaluates information for refinement and self-improvement				X
6.0	Category 6.0 – Candidates are educational leaders who have the knowledge and ability to promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal and cultural context:				
6.1	Applies effective strategies for dealing with political issues				X
6.2	Communicates effectively with internal and external publics				X
6.3	Models and practices effective technological methodologies				X

PERSONAL COMMENTS ARE WELCOME AND MAY BE WRITTEN HERE OR ON THE BACK OF THIS SHEET.

Comments: Kellen's educational background, human relation skills, Technological knowledge, and communication skills are outstanding. He is highly regarded by colleagues in the K-12 arena for his sensible approach to school improvement and is noted for his knowledge of instructional programming and using data to improve student achievement.

On-site Supervisor's Signature: Dr. Bob Whing

On-site Supervisor's Name (printed): Bob Whing

On-site Supervisor's Position Title: Administrator CSU #1

Date: 2-27-2015

